

J O B A N N O U N C E M E N T

POSITION TITLE: Training Center Coordinator **PCN:** 100162
(Non-Bargaining)

DEPARTMENT/LOCATION: Quality Support Services/West Opportunity Center **P. R.:** N15

REPORTS TO: Administrative Officer

RESPONSIBILITIES: Plan, develop, and create training schedules and curriculum. Supervise assigned staff. Develop and publish training catalogs and regulations forms. Contact County agencies in the region to assess their training needs. Schedule the workshop presenters, curriculum topics, and training locations. Create and type master listing of scheduled trainings. Type course objectives and evaluation forms for workshops offered. Approve and process trainer invoices and contracts for payment. Monitor program expenditures and review the balance sheets. Create and type newsletters, articles, and other public relations media for distribution. Represent agency program at statewide training conferences.

MINIMUM QUALIFICATIONS: Bachelor's degree in education, social work, or related field with two (2) years social work, education, or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$23.09 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Monday, December 21, 2015

DEADLINE TO APPLY: Monday, December 28, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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